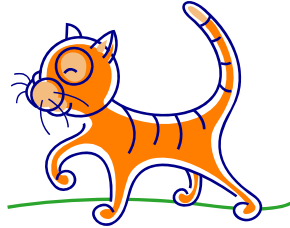


The CATS Meow

March 20, 2006



Greetings

This week it's all about reports...

Your Own Reports

One of the very best features of the new CATS database is that it provides easy, point-and-click reporting.

Training

This week, in advance of the Friday call (see below), we will send you more training materials for your notebook. The materials will include instructions for creating reports, along with sample reports you can produce.

Please try to practice with these before the call – we will all practice together during the call.

Timesheets

We think you'll like the report that shows which volunteers have submitted timesheets and the number of hours they've recorded on SHIBA HelpLine work.

Our Reports to CMS

We will report many kinds of data for the first quarter of 2006. We especially need your help to make sure we report

the most accurate and complete data about the volunteers.

Please review each volunteer's Resource Records online and pay special attention to the following fields:

Section 3, Demographic Information

- Age
- Disabled
- Race /ethnicity
- Language(s) spoken

Section 5, Volunteer Status

- The date the volunteer started

Section 5, Volunteer/Partner Type

- The role(s) of the volunteer

We will discuss this form and these fields on the conference call.

Conference call

Friday

March 24th

9:30 a.m. - noon

Call: 360-357-2903

PIN: 15852 #

No need to pre-register. If you have a problem, call Vanessa Butler at (360) 725-7070.